

ENVIRONMENTAL HEALTH SERVICES

Division Overview

Environmental Health Services (EHS) is a function of the Gallatin County City / County Health Department. EHS is responsible for enforcement of state laws and regulations, and County rules and Regulations on environmental health statutes involving food, water, wastewater and air.

These statutes require EHS to inspect and enforce regulations for food establishments, public accommodations, day care centers and trailer courts. EHS issues permits and inspects septic systems within the county and assists other governmental agencies in the investigation and remediation of environmental health problems or issues. EHS performs site evaluations of proposed subdivisions to ensure compliance with the Sanitation in Subdivision Act and local septic regulations. In addition to these mandatory programs, EHS manages the local radon program and is under a contract with the State to inspect public water systems.

Department Goals:

- Smoothly transition into new office space
- Complete the septic permit scanning project
- Start scanning the subdivision database
- Continue cross-training EHS staff

Recent Accomplishments

- Implemented electronic record management system for Food Establishment Program.
- Streamlined the variance procedure for the BOH

PUBLIC HEALTH

ENVIRONMENTAL HEALTH SERVICES

Department Budget

Object of Expenditure	Actual FY 2007	Final FY 2008	Actual FY 2008	Request FY 2009	Preliminary FY 2009	Final FY 2009
Personnel	\$ 574,560	\$ 678,501	\$ 646,175	\$ 640,125	\$ 656,990	\$ 658,692
Operations	72,973	102,215	76,455	105,337	105,337	105,337
Debt Service	-	-	-	-	-	-
Capital Outlay	11,300	15,500	5,315	17,300	8,595	17,300
Transfers Out	-	-	-	-	-	-
Total	\$ 658,834	\$ 796,216	\$ 727,945	\$ 762,762	\$ 770,922	\$ 781,329

Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	658,834	796,216	727,945	762,762	770,922	781,329
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 658,834	\$ 796,216	\$ 727,945	\$ 762,762	\$ 770,922	\$ 781,329

Funding Sources

Tax Revenues	\$ 288,839	\$ 288,839	\$ 285,951	\$ 288,839	\$ 288,839	\$ 504,686
Non-Tax Revenues	316,620	316,620	284,620	242,010	242,010	254,630
Cash Reappropriated	53,375	190,757	157,374	231,913	240,073	22,013
Total	\$ 658,834	\$ 796,216	\$ 727,945	\$ 762,762	\$ 770,922	\$ 781,329

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	EHS Director	1.00
3	Full-Time	Environmental Health Spec II	1.75
5	Full-Time	Environmental Health Spec I	6.00
1	Full-Time	Administrative Secretary	2.00
1	Full-Time	Administrative Assistant	0.59

Total Program FTE

11.34

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2009 Budget Highlights

Personnel

- No change

Operations

- No change

Capital

- Computer table top (3) - \$5,400
- Capital Reserve – GIS/GPS/Tables - \$11,900

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Environmental Health Services is striving to fulfill those goals.

Exceptional Customer Service

- Implement electronic filing and food service inspections.
- Streamline and increase coordination of the permitting process with Planning.
- Create programs to document location of public wastewater treatment systems.

Be Model for Excellence in Government

- Participate in the regional public health emergency responses plan.
- Review and modify EHS programs.

Improve Communications

- Design, develop, and implement a mechanism to receive client feedback.
- Improve public access to the Department's website.
- Perform a minimum of 6 outreach or educational talks.

To be the Employer of Choice

- Continue advanced training.
- Performance based employee appraisals.

ENVIRONMENTAL HEALTH SERVICES**WORKLOAD INDICATORS/PERFORMANCE MEASURES**

Workload Indicators		Actual	YTD	Estimated	Projected
Indicator		FY 2007	FY 2008	FY 2008	FY 2009
1	Number of Septic Applications processed	456	278	325	300
2	Number of Sub Applications processed (lots)	158 (1045)	102 (199)	115(215)	100 (200)
3	Number of Food Establishment inspections	827	851	950	900
4	Number of Temporary Food Events inspected	201	194	205	240
5	Number of ServSafe class participants	132	96	105	200
6	Number of Complaints investigated	190	184	200	200
7	Number of Public Accommodations inspected	119	46	50	150
8	Number of Trailer Courts inspected	67	68	69	65
9	Number of Pools/Spas inspected	NA	65	135	270
10	Number of Septic Inspections (# seen)	431(230)	250(168)	285(180)	250(125)
11	Number of Site Evaluations (# seen)	288(178)	180(104)	210(115)	180(100)
12	Number of Public Water inspections	44	25	38	40
13	Number of Plan Reviews	57	58	75	60
14	Number of Initial Sub reviews for Planning	192	122	140	120

Performance Measures		Actual	Actual	Estimated	Projected
Measure		FY 2007	FY 2008	FY 2008	FY 2009
1 .	Percent of septic permits scanned		59%	65%	100%
2 .	Percent of site evaluations seen	62%	58%	55%	55%
3 .	Number of Health Code Chapters Updated	NA	NA	NA	4
4 .	Percent of clients satisfied with service	95%		95%	95%

Comments

- The County has begun discussing the role of EHS in the permitting, review and oversight of public wastewater treatment systems in the county. The performance measures and workload estimates may be affected by the decision.
- The Montana Department of Public Health and Human Services have initiatives involving the inspection of tourist homes which may affect workload estimates. Additionally, new regulations regarding the review of non-public water and wastewater systems may be implemented and affect EHS's workload.